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ADMINISTRATION AND TRAINING STAFF

Functions and Activities:

This Staff provides the administrative, personnel and training support for all of the divisions, activities and operations in Inspection and Security, including its headquarters and field operations. It establishes, develops and maintains internal administrative policies and procedures; is accountable for all property assigned to the field and certain technical equipment assigned to headquarters; and prepares reports, studies and budget estimates. It formulates specialized security training programs and courses, conducts classes in connection therewith, including technical instruction peculiar to I&SO operations, and on-the-job and career management training in close coordination with the Agency's program and policies.

Accomplishments During 1951:

In order to expand the career management program, increase effectiveness of matters involving personnel and administration, and to avoid duplication and provide economic support, a reorganization was completed combining two units into this Staff to handle all related matters.

Objectives:

To continue the Administrative and Training support as outlined above.

To provide various types of training in the interest of requirements of I&SO and the career of its personnel involving: (a) phases of the Safety Program; (b) Security Agent and Security Officer assignments locally and in the field; (c) operational support duties requiring language qualifications; (d) interrogation duties; (e) technical equipment assignments; and (f) such other clerical and supervisory assignments as may be required in the various security activities.

To conduct administrative surveys and issue appropriate instructions to provide uniformity and adequate control, and recommend necessary changes and improvements.

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